

SAMPLE LETTER

LETTERHEAD REQUIRED

DIRECTOR/EXECUTIVE DIRECTOR/PRINCIPAL SIGNATURE REQUIRED

(Letter Style Optional)

Canardo M. Richardson, CPM
Chief, Personal Property Division
Property Disposal Officer
2100 Adams Place, NE, 2nd Floor
Washington, DC 20018

Dear Mr. Richardson:

ACCOUNTABLE PROPERTY OFFICER

The purpose of this letter is to designate **(Name of designee)** of the District of Columbia **(Department/Agency) (Acronym optional)** as the Accountable Property Officer (APO). The individual(s) designated to represent the **(Department/Agency or Acronym optional)** as alternates (AAPO) **(is/are)** listed as follows.

Accountable Property Officer:

Name:	Signature: _____
Title:	
Telephone:	
Fax Number:	Email Address:

Alternate Accountable Property Officer(s):

Name:	Signature: _____
Title:	
Telephone:	
Fax Number:	Email Address:

Pursuant to the Materiel Management Manual, Sub-Section 2632.1, the designation of the APO/AAPO under this letter shall become effective immediately and shall remain in effect until superseded or rescinded by this Office.

If you have any question, please call me on **(telephone number)**.

(Complimentary Close)

Signature

NAME (if not on letterhead)
TITLE (if not on letterhead)